



**AUTHORIZATION FOR STOCKING OF MERCHANDISE  
AND/OR STORAGE OF FURNITURE  
OFFICE OF BUILDING AND FIRE CODE ADMINISTRATION  
301 King Street, Room 4200  
Alexandria, Virginia 22314  
703.746.4200**

**To:** Director, Office of Building and Fire Code Administration

**From:** \_\_\_\_\_  
(please print name of applicant)

**Re:** Request to Stock Merchandise and/or to Store Furniture prior to the Certificate of Use and Occupancy being issued (CO Applied for? - ☐ No ☐ Yes - OCC \_\_\_\_\_).

◆────────────────────────────────◆  
**PERMIT NUMBER** \_\_\_\_\_

**BUILDING/PROJECT NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **TENANT SPACE** \_\_\_\_\_

**SITE CONTACT PERSON & PHONE NUMBER** \_\_\_\_\_

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I/We hereby request that permission be granted to stock merchandise and/or store furniture in the above listed address/tenant space prior to the issuance of the Certificate of Use and Occupancy. All required fire suppression systems and safety items are installed and have been inspected and approved by Code Administration inspectors.

It is understood that the City of Alexandria will not be held responsible for any damage to, or loss of, stored items and that the storage of furniture, equipment and stock shall be at my/our own risk.

I/We further understand that this letter is to be posted in the building or tenant area where it will be visible to City Inspectors and Fire Marshals. **I further understand that this approval IS NOT a Certificate of Occupancy and agree that the space will not be used for any type of occupancy at any time – day or night.** Prohibited uses include, but are not limited to:

- Operating any type of business;
- Conducting hiring interviews;
- Employee training;
- Conducting sales - including telephone sales/orders;
- Performing receptionist functions;
- Homeowner or tenant occupancy; and/or
- Sleeping purposes.

Submitted By: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Signature Date Phone Number

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Request is: ☐ Approved - **Note:** It is recommended that you check with your insurance company for coverage on any stock or stored items resulting from this authorization.

☐ Disapproved – Reason \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name Title Date